



JOB DESCRIPTION

Position Title: **Buyer**

Working Title: **Purchasing Procurement Analyst**

Class Code: 3206

Non-Exempt

EEO Code: 05

Effective Date: August 29, 2002

Major Function

Technical work involving the purchasing of diversified commodities or services on a competitive basis.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Reviews requisitions, purchase orders, technical specifications, scopes of work, bids, and contract documents for accuracy and conformance with established policies and procedures.

Execute purchases orders in accordance with express delegated authority.

Confers with department directors/division managers and sales representatives in determining commodity needs, service needs, and delivery schedules.

Obtains oral and/or written quotations or bids from vendors. Prepares formal bid documents for goods and/or services and for annual requirement contracts. Prepares commodity or service specifications. Analyzes specifications and proposal responses from vendors to determine the best source for procurement of commodities or services and makes recommendations for award.

Expedites purchase orders and works closely with the requesting department and the vendor in analyzing and reconciling complex problems pertaining to procurement process and accounting functions.

Utilizes a computer terminal for input and retrieval of purchasing data and maintains accurate vendor/department files on the computer. Prepares purchasing reports and research documents for budget reports and other uses.

Schedules and coordinates work assignments with other staff, requesting departments, and vendors in order to expeditiously handle the procurement assignment in a timely manner. Works closely with the Finance Department and user Departments in solving complex problems pertaining to procurement, accounting, and payment.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Knowledge of market conditions and sources of supply, procurement laws and regulations, and general procurement policies and procedures. Considerable knowledge of a variety of commodities. Knowledge and experience in governmental budgetary policies and procedures, accounting principles and practices, and management principles and practices as they relate to the procurement process.

Ability to make independent judgments as to the quantity and quality of commodities based upon factors other than price. Ability to organize, schedule, and expedite the purchasing process. Ability to communicate effectively with vendors and department directors. Ability to maintain accurate files, vendor/department records, and prepare accurate fiscal/financial reports. Ability to utilize a personal computer.

A Bachelor's Degree in Public or Business Administration, or closely related field and one (1) year experience in a large governmental procurement operation; or an equivalent combination of related training and experience. Preference will be given to individuals possessing certification as a Certified Professional Public Buyer (CPPB), or Certified Purchasing Manager (C.P.M.) or a Certified Public Purchasing Officer (CPPO).

Pursuant to Florida Statutes, Chapter 112, incumbent must annually file "Form 1 Limited Financial Disclosure" in the county of their residence.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The working conditions for this position is typically an office environment. Most duties are performed sitting at a desk or table. The incumbent in this position may be required to perform duties that require prolonged sitting. This position would be exposed to radiant and electrical energy from a computer terminal.

